



City of Upland
Public Works Department
Land Development & Transportation Division

RECORDS REQUEST FORM

DIRECTIONS: Please completely fill out the form, and attach a location map showing the limits of request, if available.

NOTE: Please allow **8 working days** to process your research request.

APPLICANT INFORMATION:

Name: _____ Date of Request: _____
Company Name: _____
Address: _____
Email Address: _____
Phone Number: _____

REQUEST FOR ENGINEERING RECORDS PERTAINING TO:

Project Number/Name: _____
Address or Street Name: _____
APN (if known): _____

PLANS REQUESTED* (check all that apply):

- ☐ Sewer
- ☐ Water
- ☐ Storm Drain
- ☐ Street Improvement
- ☐ Traffic Signal / City Street Lighting
- ☐ Grading
- ☐ Tract / Parcel Map
- ☐ Other (please specify): _____

**The City does not own dry utility lines (gas, electric, communication, etc.), therefore we do not provide records for these lines. Please contact the respective dry utility companies for their records.*

FOR CITY STAFF USE ONLY:

Research ID #:	_____	
Research Completed by:	_____	
Research Deposit:	\$160	Receipt Number: _____
Total time spent:	_____	
Research time @ \$320/hour (with 15 minute increments):	_____	
Total Research fee due:	_____	Receipt Number: _____